

Appendix B

Commonwealth of Virginia Database Index Reporting Form	
1. Public Body Name & Numeric Code: <i>Library of Virginia (202)</i>	4. Point of Contact: <i>Patrice Morgan</i>
2. Database Title: <i>State Agency AND Locality Approved Schedule Log</i>	5. Phone Number: <i>804-692-3600</i>
3. Database Acronym: <i>None</i>	6. Signature & Date: <i>for C. Peto #11</i>
7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)	
(See Attached)	
Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.	
8. Date of Last Update:	9. Frequency of Update: <input type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)	
a. <u>Format</u>	b. <u>Cost</u>

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97

1. Public Body Name & Numeric Code: (Library of Virginia - #202)
 2. Database Title: State Agency and Locality Approved Schedule Log
 3. Database Acronym: [if any]
 4. Point of Contact: Records Management and Imaging Services Division
 5. Phone Number: (804) 692-3600
 6. Date Submitted: 7/18/97
 7. Database Description & Contents operations. This is a log of Records Retention and Disposition Schedules approved during the fiscal year. Includes the name of the agency, division, sub-unit, description of records, total number of [records] series and date [approved]. The total number of schedules approved is included in our quarterly and annual reports. This information is reported to the Department of Accounts for the Statewide Cost Allocation Report.
 8. Date of Last Update: June 1997
 9. Frequency of Update: as needed
 10. Formats available and Schedule of Fees: Available in printed format at \$0.25 per page plus \$1.00 postage and handling per request. We do not receive requests for this information.
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